



OFFICE OF THE ASSISTANT SECRETARY OF THE NAVY
FINANCIAL MANAGEMENT AND COMPTROLLER
OFFICE OF FINANCIAL OPERATIONS



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITAL REGION

ISSUE:
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UPCOMING ENROLLMENT DEADLINES:



Next:
Wednesday, November 16, 2011

Future:
Friday, December 16, 2011
Thursday, January 19, 2012

QUESTION OF THE MONTH:

Do Points of Contact need to submit a "making change" form for everyone who currently receives more than the new maximum benefit?

No, the Department of Transportation will adjust all benefit amounts to comply with the new maximum benefit. Participants should continue to certify their actual commuting cost even if it is greater than the maximum benefit.

TIP MAXIMUM BENEFIT REDUCED TO \$125

The maximum benefit for the Transportation Incentive Program (TIP) will be reduced to \$125 for the January/February/March quarterly distribution. The \$230 maximum benefit established by the *American Recovery and Reinvestment Act* and extended under the *Tax Relief Unemployment Insurance Reauthorization and Job Creation Act of 2010* is set to expire on December 31, 2011.

The Internal Revenue Service (IRS) plans to publish an inflation adjustment to the original mass transit benefit amount in their November 7, 2011, IRS Bulletin. The inflation-adjusted, new maximum benefit for the Transportation Incentive Program will be \$125 per month. This adjusted amount will take effect on January 1, 2012, and will be reflected in the upcoming quarterly distribution. Points of contacts should notify all participants of this upcoming change to the maximum benefit to ensure TIP benefit recipients can plan accordingly for their January commute.

There is always the potential that Congress may take additional action to change the maximum benefit amount. Any congressional action will take effect at the next regularly scheduled distribution.



SUBMISSION DEADLINES MOVED FORWARD

The next two submission deadlines are earlier than normal due to the November and December federal holidays. Please plan accordingly to ensure all applications are received on time. In addition, in an effort to better accommodate the Department of Transportation (DOT), the monthly submission deadlines in 2012 will be a few days earlier than previous deadlines. Historically the submission deadline has fluctuated around the 25th of every month. In the future the deadline will be closer to the 20th of each month.

Deadlines are set several months in advance and can be found on the Transportation Incentive Program website as well as in the monthly newsletter. Please be sure to check these regularly and set a personal reminder, or make note in a calendar to ensure that all the applications are received by the Office of Financial Operation's deadline.

SECOND QUARTER BENEFITS WILL ARRIVE EARLY

Good News! The Department of Transportation (DOT) has agreed to mail the quarterly benefits for January, February, and March out early so that all points of contact will receive their benefits for January no later than 30 November 2011. Our goal is to accommodate POCs and participants who will be on leave at the end of December. POCs should plan to distribute their Transportation Incentive Program benefits in early December to ensure everyone has access to their benefits before they leave for the holidays. If a POC does not receive their benefit mailing by 30 November, they should contact DOT as soon as possible to help identify why the mailing has not arrived. Due to the early mailing, DOT has requested that all increase/decrease forms and other change forms for January 2012 be submitted to DOT by 16 November 2011.



IMPORTANT REMINDERS:

1. Digital signatures are accepted. However, if the participant provides a handwritten signature, then the POC must provide a handwritten signature as well. Points of Contact must maintain a digital copy of all applications that have been digitally signed.
2. All applications, along with the Alpha Listing, are to be submitted to the TIP program office at one time on or before the monthly deadline. Applications can be emailed or faxed, however, Alpha Listings must be sent via email.

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